

RFA 10-04: CIRM Basic Biology Awards III Application Instructions

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Application Requirements

1. You will need a fully functional copy of Adobe Acrobat version 8 or 9 (Standard or Professional) to complete, print, and save the Information Form of the application. For optimal performance, we recommend that you upgrade to Adobe Acrobat (Standard or Professional) version 8.1. Using Adobe Acrobat Reader will not permit you to save information that is entered in the form.
2. All application materials must be received by CIRM both electronically and in hardcopy no later than **5:00pm PST on January 19, 2011. Meeting this deadline is the applicant's responsibility, and no exceptions will be made.**
3. Full Applications will only be accepted from applicants who 1) submitted a PreApp and 2) were invited by CIRM to submit a Full Application. **The project proposed in the Full Application must be the same as that described in the PreApp;** otherwise, the Full Application is deemed ineligible.
4. A complete application includes the following four parts:
Part A: Application Information Form with Signature Page

[PDF form]

1. Part A subpart II

i. [PDF form] (Required only from applicants with a collaborative funding partner)

Part B: Basic Biology Awards III Research Proposal

[MS Word template]

Part C: Biographical Sketches for Key Personnel

and letters of collaboration [MS Word templates]

Part D: Related Business Entities Disclosure Form

[PDF form]

5. **You must download and save** a copy of the templates for the Application Information Form, Basic Biology Awards III Research Proposal, Biographical Sketches for Key Personnel, and Related Business Entities Disclosure Form onto your computer. **Do not open the documents directly from the CIRM web page, as the forms will not function properly.** Open and use the saved copies on your computer instead.
6. **You must submit application materials electronically** as instructed below. **In addition, you must send an original signed hard copy (Parts A, B, C, and D) plus 5 copies, preferably double-sided, to CIRM.** The original hardcopy must be signed by the applicant (Principal Investigator, PI) and the institution's Authorized Organizational Official (AOO). The AOO is the individual, named by the applicant organization, who is authorized to act for the applicant organization and to assume the obligations imposed by the laws, regulations, requirements, and conditions that apply to grant applications or grant awards. CIRM will not accept an application without these original signatures.
7. Written assurances of institutional approval for use of human subjects, covered stem cell lines, or vertebrate animals (where applicable) **are not required** at the time of application submission but will be required prior to issuance of Notice of Grant Award.

How to Apply:

1. Download and save a copy of the templates for the **Application Information Form** (Part A and subpart II, if applicable); **Basic Biology Awards III Research Proposal** (Part B); **Biographical Sketches for Key Personnel** (Part C), and **Related Business Entities Disclosure Form** (Part D) onto your computer.
2. Complete, save, and print the **Application Information Form with Signature Page** (Part A, including **subpart II, if applicable**) using the

template provided. Be sure to provide all required information and observe indicated character limits.

3. Complete, save, and print the **Basic Biology Awards III Research Proposal** (Part B) using the template provided. The proposal may include tables and figures. CIRM will not accept pages that exceed the indicated page limit for each section. You must convert the document into a PDF file for electronic submission to CIRM.
4. Use the templates provided to complete all **Biographical Sketches for Key Personnel** (Part C). All biosketches should be assembled into a single document observing the two-page limit per individual. You must convert the final document into a PDF file for electronic submission.
5. Complete, save, and print the **Related Business Entities Disclosure Form** (Part D). **Note that every applicant, whether from a for-profit or non-profit organization, must complete and submit this form.**
6. Submit electronic copies of all four parts of the application online via the [CIRM Grants Management Portal](https://grants.cirm.ca.gov/login/upgrade_browser) at https://grants.cirm.ca.gov/login/upgrade_browser.
7. In addition to the electronic submission, submit an original hard copy plus 5 copies of the completed Parts A, B, C and D of the application, signed by both the PI and the applicant institution's AOO, to the address below. All application materials, as described above, **must be received by CIRM both electronically and in hardcopy no later than 5:00pm PST, January 19, 2011. Meeting this deadline is the applicant's responsibility, and no exceptions will be made.**

Mail the completed original plus 5 copies (preferably double-sided) to:

Basic Biology Awards III Application
California Institute for Regenerative Medicine
210 King Street
San Francisco, CA 94107

Contact Information

For program information about this RFA:

Uta Grieshammer, Ph.D.

Scientific Officer
California Institute for Regenerative Medicine
210 King Street
San Francisco, CA 94107
Email: ugrieshammer@cirm.ca.gov
Tel: 415-396-9118
Fax: 415-396-9141

Kelly Shepard, Ph.D.

Science Officer
California Institute for Regenerative Medicine
210 King Street
San Francisco, CA 94107
Email: kshepard@cirm.ca.gov
Tel: 415-396-9130
Fax: 415-396-9141

For information about the review process:

Gilberto R Sambrano, Ph.D.

Senior Review Officer
California Institute for Regenerative Medicine
210 King Street
San Francisco, CA 94107
Email: gsambrano@cirm.ca.gov
Phone: (415) 396-9103
Fax: (415) 396-9141

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